

## JOB DESCRIPTION

<b>Title:</b>	<b>New Student Orientation Leader</b>
<b>Reports to:</b>	<b>Coordinator of Student Involvement/Assistant Dean of Students</b>
<b>Department:</b>	<b>Office of Student Life</b>
<b>Compensation:</b>	<b>\$500 Stipend, Room/Board, Leadership Experience, Campus Apparel</b>
<b>Dates of Training:</b>	<b>July 20, 2021- July 25, 2021</b>
<b>Dates of Employment:</b>	<b>July 26<sup>th</sup>- July 30<sup>th</sup> and August 27<sup>th</sup> of 2021</b>

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### Job Summary:

New Student Orientation serves to ease the transition of incoming students to college life and to make them feel welcome in our Hilbert College community. The Orientation Leader (OL) is a student leadership position that requires enthusiasm, dedication, and expresses a positive view of Hilbert College. All OLs are expected to be team players interested in helping new students succeed at Hilbert College. OLs works directly with other Student Leaders, the Division of Student Life, Hilbert College community, new students and their support systems.

### Responsibilities:

- Attend and actively participate in all required Orientation Leader training sessions.
- Participate in and assist with all aspects of New Student Orientation.
- Represent Hilbert College and serve with a sense of professionalism and positivity.
- Assist new students and their support systems in their transition to Hilbert College by making them feel welcome and at home.
- Promote a heightened awareness and respect for diversity.
- Increase students' awareness of the interconnectedness of the campus and Buffalo communities.
- Serve as a knowledgeable resource of all aspects of Hilbert College and New Student Orientation.
- Serve as a positive role model by displaying appropriate and ethical behavior.

*Any Orientation Leader that is found to be exhibiting less than a positive, beneficial influence (including using drugs or alcohol at any time during or leading up to training/ New Student Orientation) will be dismissed from the position immediately, without compensation.*

### **Qualifications:**

- Full time student at Hilbert College for Fall of 2021 with at least one semester of attendance.
- Ability to work with diverse people and populations
- Ability to interact positively with peers, faculty, staff and community members
- Demonstrated ability to serve as a positive role model
- Good standing with the college academically and behaviorally
- Must have a 2.0 grade point average or higher
- Must be reliable and willing to help with all aspects of New Student Orientation
- Must demonstrate enthusiasm for the Orientation Leader position
- Must be available for all training dates and for all aspects of New Student Orientation

### **Applications Materials:**

- Applications are an online form that are available through Purple Briefcase and on the Orientation Website:
  - <https://app.purplebriefcase.com/pb/account/login?s=hilbert>
  - <https://www.hilbert.edu/student-life/new-student-orientation>
    - Applications must be submitted by April 21<sup>st</sup> at 4 PM to be considered for the position.
- Two Recommendation forms are required to be submitted on your behalf.
  - Recommendation 1 must come from a faculty or staff member at Hilbert College
  - Recommendation 2 can come from a current/ former work supervisor, mentor, or community member who knows you well.
    - Recommendation forms must be submitted by April 29<sup>th</sup>.

### **Hiring Process:**

After candidates complete their application, there will be two components of the interview. Part 1 is a 2-hour engagement class on Friday, April 23<sup>rd</sup> from 2:30 PM-4:30 PM. Location will be announced on the 22<sup>nd</sup> via email. Candidates will then participate in group interviews with a hiring panel the week of April 26<sup>th</sup>. Offer letters will be emailed to candidates on Monday, May 3, 2021

Please refer all questions to Alex Gill at [agill@hilbert.edu](mailto:agill@hilbert.edu) or Trinity Hall 118.